

Information Technology Resource Management Council (ITRMC)
Access Idaho Steering Committee

Meeting Minutes
(Approved by Committee March 20, 2003)

June 20, 2002

The Access Idaho Steering Committee monthly meeting was held on Thursday, June 20, 2002 from 1:35 to 2:40 p.m., in the East Conference Room of the Joe R. Williams Building, Boise, ID.

CALL TO ORDER, WELCOME

Chairman **Bill Farnsworth**, who welcomed members and others in attendance, called the meeting to order.

ATTENDANCE

Members Present:

Bill Farnsworth, ITRMC Staff
Chuck Goodenough, Secretary of State's Office
Mark Little, Division of Purchasing
John McAllister, Department of Labor
Scott Somerhalder, Access Idaho

Absent Members:

Susan Simmons, Idaho Transportation Dept.
Rob Spofford, Department of Water Resources

Others Present:

Jon Eckerle, Department of Administration
Don Fournier, ITRMC Staff
Emily Gales, ITRMC Staff
Kelly Krohn, Division of Purchasing
Jeff Walker, Access Idaho

MOTION: Somerhalder moved and Little seconded a motion to approve the May 23, 2002, Access Idaho Steering Committee Meeting Minutes, and the motion passed unanimously.

DISCUSSION

Members of the Committee discussed an issue with regard to Access Idaho managing a **point of sale system for online and over-the-counter transactions for State agencies**. The Steering Committee would ultimately decide if this was a portal function. Agency deputy attorneys general would also be involved prior to any decision being made.

REPORT FROM ACCESS IDAHO

(Refer to handout: <http://www2.state.id.us/itrmc/committees/accessidaho/may02gmreport.pdf>.)

Scott Somerhalder, Access Idaho, reviewed the Access Idaho **General Manager's (GM) Report**.

REVIEW OF SERVICE LEVEL AGREEMENTS

Idaho Real Estate Commission Service Level Agreement (SLA), Addendum B

Changes to the Idaho Real Estate Commission (IREC) SLA were made because the IREC had eliminated a five-dollar fee charged for education and training performed by a third party. Subsequently, a Portal charge of one dollar was also abolished.

MOTION: Goodenough moved and McAllister seconded a motion to adopt Addendum B to the Idaho Real Estate Commission Service Level Agreement (SLA), and the motion passed unanimously.

Idaho State Tax Commission SLA, Addendum C

A third addendum to the State Tax Commission (STC) SLA was created to indicate that Access Idaho would handle ongoing maintenance of transactions relative to the STC's Idaho International Fuel Tax Agreement (IFTA) Taxes.

MOTION: McAllister moved and Somerhalder seconded a motion to adopt Addendum C to the Idaho State Tax Commission Service Level Agreement (SLA), and the motion passed unanimously.

Idaho Transportation Department SLA, Addendum E

Changes to the Idaho Transportation Department (ITD) SLA include the addition of language with regard to the electronic filing and/or renewing of Hazardous Material Endorsements, along with a Portal convenience fee of fifty cents per Hazardous Material Endorsement, which would be charged to the ITD. One other revision indicated that Access Idaho had agreed to pay the credit card fees associated with the purchase of Hazardous Material Endorsements by instant customers.

MOTION: Goodenough moved and McAllister seconded a motion to adopt Addendum E to the Idaho Transportation Department Service Level Agreement (SLA), and the motion passed unanimously.

ITD, Division of Motor Vehicles SLA, First Amendment to Schedule A Addendum

Certified motor vehicle records were added to the fee schedule of this SLA.

MOTION: Goodenough moved and McAllister seconded a motion to adopt the First Amendment to Schedule A Addendum to the Idaho Transportation Department, Division of Motor Vehicles Service Level Agreement (SLA), and the motion passed unanimously.

NEW BUSINESS

Chairman Farnsworth and **Jon Eckerle**, Department of Administration, briefly discussed the development of a **State employee portal**. Farnsworth also mentioned that the **Small Business Solutions Web site** (<http://www.idahobizhelp.org/>) had won a 2001 Council of State Governments (CSG) Innovations Award.

ADJOURNMENT

As there was no other new business to come before the Committee, Chairman Farnsworth thanked those in attendance and adjourned the meeting at 2:40 p.m. The next Access Idaho Steering Committee meeting was scheduled for Thursday, August 1, 2002 from 1:30 - 3:00 p.m. in the East Conference Room, JRW Building.

Respectfully submitted,

Emily Gales
ITRMC Assistant